# Chapter 19.—Pension Payments.


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## Pension Payment Orders.

**342.** Payments of pensions are made only upon pension payment orders issued by the Accountant General, the Treasury Officer's halves of which will be pasted in serial order in separate files, one for each class of pensions, such as, Service; Political; Assignments and Compensations; Colonial Governments; Native States. The rules regarding these orders are in the Civil Service Regulations, Articles 939 to 943. These files must be kept in the personal custody of the Treasury Officer.

NOTE.—When a male pensioner is specially exempted by the Local Government from personal appearance, the fact should be noted on his pension payment order, and in all cases of non-appearance of a male pensioner (Civil Service Regulations, 945), a note will be made on the pension payment order of the form in which proof was given, within each year, of the pensioner's continued existence: *e.g.* "Pensioner visited the Collector on————;" and the initials of the Treasury Officer, or of the officer verifying the fact, should be put against the note.

## Registers of Pension Payment Orders.

**343.** The Treasury Officer will keep a register in Form 39 of the pension payment orders issued on his treasury which register will serve as an index to the files of orders referred to in Article 342. After seeing that a new order is correctly entered in this register, he will put his initials in the column of "Name of pensioner," and rule a red ink line across the page below the entry. The column of Remarks will be blank as long as the order of payment is in force; but when *both* portions of the order are returned on account of death of pensioner, or application for transfer, which causes strike it permanently off the treasury list, the date and cause of return should be entered in black ink under the Treasury Officer's initials. If the original only be returned on account of non-appearance of a service pensioner (Civil Service Regulations, 956-957), the date will be entered in red ink, and on reclamation this date will simply be struck out. When both portions are transmitted for renewal in consequence of damage, or otherwise, or the original in case of loss of the counterpart, the date may be entered in pencil in explanation of the imperfection of the file of orders.

NOTE.—The Pension Payment orders will ordinarily be filed in one series for the whole district, but the Accountant General may allow filing by sub-treasury series when this course is found more convenient.

## Manner of Payment.

**344.** On appearance of a pensioner claiming payment of pension, his personal marks should be checked by the disbursing officer and the

*Page 166, Article 343—*

*Cancel* the last sentence of Article 343, and *insert* the following as a new para. :—

" Treasury officers are authorised to renew Pension Payment orders, without reference to the audit office, in cases in which the pensioner's half is lost, worn or torn, or the entries on the reverse of either the pensioner's or Collector's half are completely filled up. The renewed Pension Payment orders should bear the old number and date, and the old ones should be retained by the Treasury officer for one year and then destroyed. A note of the issue of the new Pension Payment orders should also be made in the ' Remarks ' column of the register. "

*6th list—1-8-14.*

*Pages 167-168, Article 346—*

*Substitute the following for rule 8 under this Article :—*

8. A certificate of non-employment is printed in English and in vernacular in Form 40 and should be signed by all pensioners except ex-inferior servants, and ex-policemen who are in receipt of a pension of not more than Rs. 10 a month. If a pensioner who is required to sign the certificate is re-employed either permanently or temporarily in a Government establishment, or in an establishment paid from a Local Fund, during the period for which pension is claimed, he should furnish the necessary particulars therein, and the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

*Pages 167-168, Article 346—*

*Substitute the following for rule 8 under this Article :—*

8. A certificate of non-employment is printed in English and in vernacular in Form 40 and should be signed by all pensioners except ex-inferior servants, and ex-policemen who are in receipt of a pension of not more than Rs. 10 a month. If a pensioner who is required to sign the certificate is re-employed either permanently or temporarily in a Government establishment, or in an establishment paid from a Local Fund, during the period for which pension is claimed, he should furnish the necessary particulars therein, and the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

*[18th List—2-7-17.]*

signature to the receipt compared with the original payment order. If a pensioner cannot sign his name, his thumb impression on the receipt should be compared with the original impression already taken on the Collector's half of the pension payment order. A pensioner drawing pension for the first time should also be required to produce the copy of the order by which the sanction to his pension was communicated to him.

**345.** Special risk of fraud exists in the payment of pensions of women who do not appear in public; special care should therefore be taken in the identification in these cases. The descriptive rolls, when originally prepared, and the periodical certificates of the continued existence of such women, should be attested by two or more persons of respectability in the town, village, or pargana.

**346.** Pensioners' receipts may be taken either on separate bills (which bills may be attached to a schedule for each kind of pension, or, if few in number, may support separate entries in the cash book and list of payments), or on a single bill (Form 40) for all on account of each class of Pensions. On the latter plan the receipt of each pensioner appearing personally will be taken in the column provided for that purpose, while separate receipts will be appended in support of the charges on account of those paid at subordinate treasuries (Civil Service Regulations, 952) or (in authorized absence) on life-certificates, note being made in the latter case, on the separate receipts, of the name of the person really receiving the money. On all such documents should be entered the number of the entry in the bill.

1. A life-certificate must accompany every pension-bill which is not personally presented, except in the case of pensioners not resident in India specified in Article 949, Civil Service Regulations. When payment is made on a life-certificate it should be made only for months completed on or before the date of the certificate.

2. In cases in which political pensioners do not appear in person to receive payment of their pensions, if the disbursing officer entertains any doubt which he has no convenient means of removing, he should refer the case to Government through his immediate superior for orders. Payment of the pension, however, should not be suspended pending the result of such reference.

3. Where the determination of a pension cannot be fixed for a precise date, the pensioner's receipt must be accompanied by a certificate that the event (whatever it is) which determines the pension has not happened.

4. A declaration in the following form should be obtained half-yearly from female pensioners whose pension is terminable by their marriage, and should be attached to the bills for pension paid for December and June :—

"I hereby declare that I am not married, and that I have not been married during the past half-year.

"_____ Widow } *of the late* _____
"_____ Daughter }

"We certify to the best of our knowledge and belief that the above declaration is correct."

(*To be signed by two responsible officers or well-known persons.*)

5. Separate receipts with their certified copies (unstamped) are necessary for Hong-Kong, Mauritius, Ceylon, and Singapore pensioners : they must not be included in a consolidated receipt.

6. For payment of pensions due to deceased pensioners—see Article 27.

7. The Local Government should instruct the Police or some other suitable subordinate agency to report promptly to the District Officer the death of any civil pensioner; and District Officers should enquire immediately into the cause of the non-appearance of any pensioner to draw his pension.

8. A certificate of non-employment is printed in English and in vernacular in Form 40 and signed by the pensioner; but the disbursing officer should satisfy himself by enquiry,

especially in the case of illiterate pensioners, that the pensioner has not been re-employed either permanently or temporarily in a Government Establishment, or in an establishment paid from a Local Fund, during the period for which pension is claimed. If he has been so re-employed the pensioner should be required to furnish the necessary particulars in the certificate and the Disbursing Officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

**347.** Every payment is to be entered (Civil Service Regulations, 943-2) on the reverse of *both* portions of the order and attested by the signature of the disbursing officer; in case of pensions paid at a sub-treasury (Civil Service Regulations, 952) where will be found only a copy of the order in English or vernacular with the District Officer's order thereon, the sub-treasury officer will make the entry on the counterpart and on his copy, while the Treasury Officer at the head-quarters treasury will, from the receipt, make the necessary note on his original of the order.

## Periodical Identification of Pensioners.

**347A.**—1. On the first appearance of a pensioner on or after April 1st of each year the disbursing officer will (except in the case of pensioners mentioned in paragraph 2) take an impression of the thumb of the pensioner's left hand on the pension bill, and, besides identifying the pensioner from the other particulars given in the disbursing officer's half of the Pension Payment Order (or on the Audit Register, as the case may be), will further identify him from a comparison of the impression given on the bill with that pasted on the Pension Payment Order (or in the Audit Register); and if there is any difference in the two impressions, will refer the matter to the officer before whom the impression pasted in the Pension Payment Order (or in the Audit Register) was made.

2. Except Native Princes, European ladies, persons who have been Gazetted Officers, and others specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identification), all pensioners are liable to the operation of these rules.

3. Pardah ladies and illiterate pensioners must give a thumb impression on their bills in the presence of the person who grants the life certificate, or, in the case of illiterate pensioners who personally attend the paying office, before the disbursing officer.

4. On the renewal of a Pension Payment Order the original impression must be cut off from the old, and attached to the new order.

## Annual Return.

**348.** An annual return of pensioners in Form 40A should be sent to the Accountant General from every treasury whence pensions are disbursed. The return should be separate for Civil and Marine pensions and for each of these classes separate returns should be submitted for European (including Eurasian) and Native pensioners. A similar return for pensioners of the Military Department except Chelsea Pensioners including the late Hyderabad Contingent should be prepared and submitted to the ~~Controller of Military Accounts or Deputy Controller of Military Accounts~~ in Independent charge concerned in the

Page 168, Article 346—

*Add the following as Rule 9 to this Article:—*

9. British Army Reservists referred to in Article 503 A., residing at stations where the treasuries from which they are paid are located, are permitted to draw their reserve pay through messengers, the certificate on the reverse of the reservist's pay bill (India Army Form A-320) being accepted as equivalent to a life certificate. In such cases Government accepts no responsibility whatever as to the identity of the messengers. As regards reservists employed at stations other than those at which the treasuries from which they are paid are situated, payment will be made by money order, the commission on such orders being defrayed by the Reservists themselves.

*Page 168, Article 347A.—*

*Substitute the following for paragraphs 1 and 2 of this Article:—*

1. On the first appearance of a pensioner on or after April 1st of each year, the disbursing officer should, except in the case of pensioners mentioned in paragraph 2, take an impression of the thumb and all the fingers of the pensioner's left hand on the pension bill. The pensioner should then be identified from the particulars given in the disbursing officer's half of the Pension Payment Order or in the Audit Register as the case may be. Identification should also be made by an examination of the impressions given on the bill with that pasted on the Pension Payment Order or in the Audit Register, if the pensioner cannot be identified by other means with absolute certainty.

NOTE.—The above rule in regard to the taking of the finger impressions and their examination for purposes of identification is, however, subject to any modification that may be made by the Local Government. In the Bombay Presidency, for example, pensioners whose monthly pensions exceed Rs. 50 have been exempted from the operation of the rule.

2. Except Native Princes, European ladies, persons who have been Gazetted Officers, persons who hold Government titles, and persons who have been specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identification), all pensioners shall be liable to the operation of these rules.

Article 348, page 168—

*For the words* "Controller of.....Independent Charge" *substitute* "Controller of Military Accounts"

case of Military pensions paid under the provisions of Article 503 (I) and 503A, Civil Account Code.

NOTE.—The return should not include the names of persons in receipt of pensions chargeable to Local Funds or to other bodies financially independent of the Government of India, or of those in nominal possession of compensation granted to pagodas or mosques in lieu of lands resumed or other similar compensation which partakes of the nature of annuities, either terminable within a stated period, or not terminable.

## Gratuities.

**349.** (*a*) Gratuities will be paid by Treasury Officers on authority received from the Accountant General, to whom, under Article 938 (*a*), Civil Service Regulations, the Government communicates its sanction. The payee should also be required to produce the copy of the order by which the sanction to the gratuity was communicated to him; and the Treasury Officer should record the fact of payment having been made on the copy of the order so produced.

(*b*) Gratuities are payable only to and upon the receipt of the persons legally entitled to receive them and not to or upon the receipt of the Head of the Office or Department in which the gratuitants formerly served.

## Political Pensions.

**350.** With the special sanction of the Accountant General in each case, the following procedure may be employed in the case of groups of political pensioners who are paid by, and are in charge of, a political officer:—

1. In lieu of a pension payment order for each pensioner, an order for the payment of the whole group will be issued in Form 39; each entry having a number in this form, $\frac{330}{1}$ $\frac{330}{2}$, and so on, where 330 is the register number of the whole document.

2. The officer in charge of the pensioners will draw up a monthly bill in the following form, in which *all* the names will be entered in their proper order, even though nothing is drawn for the pensioner entered:—

(1) No. of pensioner. (2) Name. (3) Monthly pension. (4) Amount of arrears drawn; (*a*) months; (*b*) amount. (5) Amount drawn for current month. (6) Remarks; this space will be used for acquittance in the political officer's own copy of the bill.

3. The following certificate will be appended to the bill:—

"Certified that all amounts drawn in last month's bill have been duly disbursed, and receipts taken, with due precautions as to the identification of the payees, with the exception of the following amounts, now refunded:—

| No. | Name. | Amount refunded. | REMARKS. |
|---|---|---|---|
| | | | |

4. The total to be paid will be made up as follows :—

| | ₹ | a. | p. |
|---|---|---|---|
| Arrears, as per column 4-b . . . . . | 0 | 0 | 0 |
| Current month, as per column 5 . . . . . | 0 | 0 | 0 |
| TOTAL . | 0 | 0 | 0 |
| Less undistributed amounts now refunded . . . . | 0 | 0 | 0 |
| NET AMOUNT TO BE PAID . | 0 | 0 | 0 |

Any refunded amount can be drawn at any time upon quotation of the month's bill in which the amount was refunded.

5. If any alterations have been made in the list of pensioners during the past month the political officer will append a statement showing—

| No. of pensioner. | Name. | Nature of alteration or lapse. | Reason or quotation of order. |
|---|---|---|---|
| | | | |

6. No new name can be brought on the list, and no new pension drawn, until the Accountant General has registered and given a number to the new name, and communicated it to the political officer in charge.

7. If there have been no alterations the political officer will append to his bill a statement that " there have been no alterations in the list of pensioners under my charge in the past month."

## Military Pensions.

**350A.** Instructions regarding the payment of Military pensioners will be found in Chapter 25, Article 503.